

3. ORGANIZATION

3.1 General

Given the process nature of Immigration work, there is a direct relationship among three factors which bear on program productivity, namely, organization, procedures and layout. As a change in any one of these factors will affect the others, the team was required to review the organization and layout of Port of Spain's Immigration program in order to fulfill its objective of identifying procedural improvements.

3.2 Present Structure and Responsibilities

The organization of this program is summarized by a chart submitted in the October 1, 1980 Country Program review (see Appendix B).

<u>Position</u>	<u>Title</u>	<u>Incumbent</u>	<u>Position Level</u>
Management	OIC Counsellor	L.J. Champoux	FS2
	AOIC Second Secretary	A.J.F. Humphries	FS2
Cda Based Officers	Second Secretary	R.I. Tunis	FS1
	Second Secretary	S.M. Hodgson	FS1
LES Program Assistants	SR IPO	P.G. Phillips	POS7
	IPO	B. Hamel-Smith	POS7